

Quick Reference Guide

Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:
https://www.edison.tennessee.gov
- Enter your **User ID & Password** provided from Edison.



Worklist Navigation

- Worklist** hyperlink in top right corner of Home Page
- Tasks** pagelet



Tasks	
Task(s) sorted by Due Date	
Task	Due
Requisition Amount Approval	01/15/2008
P.O. Amount Approvals	01/19/2008
P.O. Amount Approvals	01/28/2008
P.O. Amount Approvals	01/28/2008

Favorites – My Links

- Navigate to the page you want as a favorite
- Click the dropdown list to the right of the **My Links** field
- Select **Add to My Links**
- Keep or edit the label in the **Name** field
- Click the **Save** button
- Access the link from the **My Links** dropdown list



My Links

- Select One:
- Add to My Links
- Edit My Links
- Refresh My Links...

Need Assistance?

Edison Help Desk

615-741-HELP or 866-376-0104



Voucher Approval

Navigation: [FSCM Worklist](#) > [FSCM Worklist](#)

Approval Steps:

Pre Audit

- Program/Division
- Fiscal Officer
- Division of Accounts

Pre Audit with \$500 limit

- Program/Division
- Fiscal Officer
- Division of Accounts

Post Audit

- Program/Division
- Fiscal Officer

Wire Approvals

- Fiscal Officer
- Director of Statewide Acctg
- Director of Cash Management

Journal Voucher Approvals

- Fiscal Officer
- Division of Accounts

Important Information:

- Workflow designations are determined by the conditions involving the business unit and the vouchers. Business units with excellent internal controls in place and enough staff to segregate duties are able to process vouchers without preapproval by Division of Accounts.
- All vouchers must be matched (if applicable), budget checked, and have a status of pending prior to the approval process.
- When a voucher is marked approved by someone other than the final approver, the voucher remains "Pending".
- Once a voucher is saved it is removed from that approver's worklist, and is routed to the next person through Edison.
- Wire and Journal Vouchers are processed according to voucher type regardless of pre/post audit status.